**Group Work Health & Safety Policy**

**Purpose and scope**

This policy outlines the Group's commitment and approach to the physical and psychological health and safety of the Group's Workers, Customers, visitors and people who carry out work at the direction of the Group.

This policy applies to the Group’s Australian entities and to Workers, Customers and visitors situated in Australian operations.

**Policy statement**

The Group provides expertise, resources and implements a Health and Safety Management System so that our work environment is healthy and safe. Workers, Customers and visitors must take reasonable care for their own health and safety, and that of others.

**Policy requirements**

| Information, training, instruction and supervision | The Group must provide Workers with appropriate information, training, instruction and supervision to ensure that they have the skills and competencies required to safely undertake their role. This includes the provision of contemporary health and wellbeing programs and initiatives that encourage Workers to maintain a physically and psychologically healthy lifestyle. |
| Consultation | Where appropriate, the Group provides consultative arrangements for Workers and their representatives to invite constructive input into the decision-making processes that impact upon their work health and safety. |
| Management of workplace hazards | The Group must document and implement health and safety risk management processes for the control of workplace hazards that are consistent with the risk profiles of the Group’s workplaces and activities within the Health and Safety Management System. |
| Monitor, measure and report | The Group must develop, and measure performance against, objectives and targets aimed at the elimination or minimisation of work-related risk, injury and illness. The Group must regularly review the performance of and continuously improve the Group’s Health and Safety Management System. |
| Investigations | The Group must investigate incidents and injuries in a timely manner. |
| Injury management | The Group must maintain a fair and equitable claims management process for the rehabilitation of injured parties. |
| Contractual arrangements | The Group must ensure that all applicable contractual arrangements for the supply of goods and services include provisions for compliance with work health and safety requirements. |

**Accountabilities**

<table>
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<th>If you are:</th>
<th>You are accountable for:</th>
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Group Work Health & Safety Policy

Effective: June 2019

(Printed versions are uncontrolled. The current version of this document is on One.CBA)

Note: depending on your position, you may have more than one obligation.

Individual subject matter experts are responsible for developing, implementing and monitoring management systems and processes to provide a safe and healthy workplace, including risk management processes for the control of workplace hazards, incident investigation and maintaining a claims management process for the rehabilitation of injured people.

Compliance statement

This policy forms part of the Group’s Health and Safety Management System and supports compliance with the legislative requirements contained in applicable Australian work health and safety legislation.

Breach of policy

Breach of this policy may be regarded as misconduct, which may lead to disciplinary action (up to and including termination of employment or engagement).

Definitions

In this policy, defined terms are capitalised. Those terms have the meaning given to them below or, if not defined below, in the Group Policy Framework Glossary.
Health and Safety Management System
Comprehensive management system designed to manage safety elements in the workplace.

Management
Employees with direct reports.

Officer
As defined in Australian work health and safety legislation and the Corporations Act 2001 (Cth) This means a person who makes decisions that affect all, or a substantial part, of the Group and includes ‘General Manager’ level and above.

Worker
Directors, Employees, Contractors, subcontractors, work experience, volunteers and people who carry out work at the direction of the Group.

Policy governance

Policy Approver
Chief Executive Officer

Exemption Authority
Group Executive Human Resources

Owner
General Manager Health, Safety and Wellbeing

Support
General Manager Health, Safety and Wellbeing

Review Cycle
Biennial

Relevant documents

Related internal documents
GPF Glossary
Group Risk Management Procedure
Group Consultation and Issue Resolution Procedure
Group Health and Safety Training and Orientation Procedure
Group Contractor Management/Engagement Procedure
Group Health and Safety Audit Procedure
Group Design Procedure
Group Health and Safety Management System Planning Procedure
Group Emergency Management Procedure
Group Incident Reporting and Investigation Procedure
Group First Aid Procedure
Group Manual Tasks Procedure
Group Health and Safety Governance Framework CBA
Group Plant Safety Procedure
Group Health and Safety References Guide
Group Procurement Goods and Services Procedure
Group Health and Safety Reporting Procedure
Group Chemical Safety Procedure
Group Responsibilities, Authorities and Accountabilities Guidelines

External sources of obligations
Work Health and Safety Act 2011 (Cth)
Work Health and Safety Act 2011 (NSW)
Work Health and Safety Act 2011 (Qld)
Material revisions

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<th>Version</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Details</th>
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<tr>
<td>1.0</td>
<td>March 2016</td>
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<td>Group Work Health and Safety Policy.</td>
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<tr>
<td>2.0</td>
<td>June 2019</td>
<td>June 2019</td>
<td>This policy has been updated to comply with the Group Policy Framework Policy.</td>
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